

**Open Minutes of the Harborne Academy
Full Governing Body held on Wednesday 10th July 2019
at 5.00pm in Room 140**

Present:	Apologies:
Anthony Dennant (Chairman)	Helen Land (Sponsor Governor) (HL)
Jessie Elbaz (Head Teacher)	Nafisa Sajid (Parent Governor) (NS)
Tim Graylen (External Governor) (TG)	Zakia Shah (Sponsor Governor) (ZS)
Tim Jones (External Governor) (TJ)	
Jeanette Prole (Sponsor Governor) (JP)	
Wendy Stevens (Sponsor Governor) (WS)	
Lydie Suana (Staff Governor) (LS)	
Sue Woodward (Sponsor Governor) (SW)	
In Attendance:	
Catherine Bennett (Company Secretary)	
Rosina Morris (BMet) (RS)	

Key: Ch = Challenge SP = Support FI = Further Information Im = Impact

Declarations of Interest

There were none save for those already declared in the Register of Interests.

Item 1 - Open and Confidential Minutes of the Meetings held on 3rd April 2019.

On review of the minutes, it became apparent that an earlier version of the minutes had been circulated. It was agreed that the correct minutes would be re-circulated for approval.

Matters Arising – Actions Log

The Chairman led the FGB through the actions log and it was updated accordingly.

Item 2 – End of Term Key Performance Indicator Update 2018-19

- 2.1 The Head Teacher presented this item and led the FGB through the accompanying report which provided data on results and targets 2018-19 for Key Stage 4, teaching & learning grades, work scrutiny grades, Year 11 pupil premium and non-pupil premium data, attendance, pupil numbers, behaviour and Year 10 exam forecast data. **Ch** - FGB asked various questions with regards to the above and the Head Teacher provided a detailed response.
- 2.2 In terms of the Progress 8 measure, the Head Teacher confirmed that there are approximately 70 pupils in coverage for this measure and the aim is to meet and exceed the FGB target.
- 2.3 The Head Teacher reported that she was extremely pleased with teaching and learning grades with 100% of teaching recently being graded as Good or above in a recent external curriculum review.

- 2.4 The Head Teacher added that lesson observations need to be balanced against staff wellbeing and the move is towards doing more work scrutiny exercises rather than additional lesson observations. She added that this is a key part of the new inspection framework. FGB members raised a number of questions to which the Head Teacher provided a response.
- 2.5 In terms of pupil premium and non-pupil premium data, FGB members requested that numbers of pupils as well as percentages be presented in order to give the data complete context. This was agreed.

Action: Pupil numbers as well as percentages to be provided in terms of pupil premium and non-pupil premium data. Ongoing from the next FGB meeting in September 2019 – Head Teacher and SLT.

- 2.6 In terms of attendance, the Head Teacher and Deputy Head Teacher reported that this was looking strong across the Academy except for discrete issues with Year 8. The Deputy Head teacher explained the ongoing issues with Year 8 and what interventions had been put in place where this was possible.
- 2.7 The Deputy Head Teacher reported that there were a number of pupils in Year 8 with serious health conditions. Further, she stated that there were a number of pupils whereby all interventions and support had been explored with families and the Academy was working with Social Services in order to bring about improvement in attendance. She added that part of the difficulty was the poor level of service provided by social services. **Ch** and **FI** – SW asked for a follow up on this at the next meeting. This was agreed.

Action: Follow up to be provided by Deputy Head Teacher at next FGB meeting.

- 2.8 **SP** – Further, WS suggested that case studies be prepared should attendance be inspected. It was agreed that this was in hand. TJ suggested that any issues of concern with the service being provided by social services be copied into the Care Quality Commission as it was this organisation that now oversees social services.

Action: provide a case study in relation to each pupil where attendance is a major concern – Deputy Head Teacher – ongoing.

Action: copy in any correspondence particularly where there is a concern over the service being provided by social services to the Care Quality Commission that now oversees social services.

- 2.9 In terms of behaviour, the Head Teacher explained that there was a higher number of isolations but there had been a move away from fixed term exclusions and more use of isolation as it means that more school work can be completed. She added that there is a strong mentoring programme in place for all year groups but it is needed in greater depth for the current Year 8. FGB members discussed this in detail.
- 2.10 The Head Teacher reported that Year 10 had sat their mock exams early and whilst it had created anxiety, the aim was to enable them to be used to exam conditions. Again, this was discussed in detail.

2.11 The Chairman thanked the Head Teacher and members of the SLT for the update.

Item 3 – Pupil Premium Impact Report 2017-18 (Validated Data)

3.1 The Head Teacher presented this item and led the FGB through the accompanying report which provided pupil premium and non-pupil premium data as well detail on barriers to future attainment and expenditure. FGB members discussed the report in detail.

APPROVED:

The FGB approved the Pupil Premium Impact Report 2017-18 (Validated Data)

Item 4 – Report from the Chairman of the Finance & Resources Committee:

(i) Draft minutes of the meeting held on 10th July 2019 (Verbal Update)

4.1 The Chairman as Chairman of the Finance & Resources Committee reported that the Committee had convened shortly before today's FGB meeting. He added that most notable items are on today's agenda but essentially, the Committee received an update on estates, Health & Safety, staffing, finance, payroll, draft financial regulations 2019-20, Committee work plan and terms of reference and policies and procedures.

4.2 The Chairman reported that in terms of payroll services, the Academy is currently linked to its provider via the sponsor which is (a) very costly and (b) creating difficulties at Academy level due to staff resource in the sponsor payroll team. The Chairman proposed that the Academy become a customer of the provider in its own right and receive the package specially for academies and schools. FGB members discussed this in detail specifically on migration and value for money and all agreed it was a sensible way forward.

APPROVED:

The FGB approved the transfer of Payroll Services from the Sponsor to Cintra directly with immediate effect.

(ii) Management Accounts to 31 May 2019

4.3 The Chairman led the FGB through the above Management Accounts. He reported that the Finance and Resources Committee had reviewed them in detail. The Business Manager reported that they are looking positive in light of the Academy receiving additional funding. Further, she added that following the ESFA audit, a lump sum had been ring-fenced, should any of the additional funding be clawed back (around £57,000).

APPROVED:

The FGB approved the Management Accounts to 31 May 2019.

(iii) Budget 2019-20

4.4 The Chairman and Business Manager led the FGB through the Budget 2019-20 that had been reviewed in more detail by the Finance & Resources Committee.

APPROVED:

The FGB approved the Budget 2019-20.

(iv) Three Year Financial Forecasts 2019-20 – 2021-22

4.5 The Chairman and Business Manager led the FGB through the Three Year Financial Forecasts 2019-20 – 2021-22 that had been reviewed in more detail by the Finance & Resources Committee.

APPROVED:

The FGB approved the three Year Financial Forecasts 2019-20 – 2021-22

(v) Financial Regulations 2019-20

4.6 The Company Secretary and Business Manager led the FGB through the draft Financial Regulations 2019-20 that had been reviewed in more detail by the Finance & Resources Committee.

APPROVED:

The FGB approved the draft Financial Regulations 2019-20.

(vi) Committee Terms of Reference 2019-20

4.7 The Company Secretary led the FGB through the above Terms of Reference.

APPROVED:

The FGB approved the Finance and Resources Committee Terms of Reference 2019-20.

(vii) Annual Work Plan 2019-20

4.8 The Company Secretary led the FGB through the Annual Work Plan 2019-20.

APPROVED:

The FGB approved the Finance and Resources Committee Annual Work Plan 2019-20.

Item 5 – Report from the Chair of Audit Committee

(i) Draft minutes of the meeting held on 27 June 2019 (verbal)

5.1 WS as Chair of Audit presented this item and reported to the FGB that most of what the Committee covered is on today's agenda. Essentially however, the Committee received updates on risk management (including the Risk Register), internal and external audit and next year's Committee Terms of Reference and Work Plan.

(ii) Risk Register and Annual Risk Management Update

- 5.2 **SP and Ch** - WS led the FGB through the Risk Register and where scores had changed or new risks had been added, the FGB discussed the suitability of the change in detail. It was agreed that the Risk Register would be updated and reviewed regularly (at least monthly) by SLT.

Action: risk register to be updated following discussion in terms of risks to be removed/added, scores, staff updates and any other updates – ongoing - SLT

(iii) Internal Audit Plan and Strategy 2019-20 (including fees)

- 5.3 WS presented this item and reported to the FGB that the Academy was in a much improved place in terms of internal audit. She stated that the Committee had reviewed in detail the Internal Audit Plan (including fees) and Follow Up Audit and recommended both to the FGB for approval. FGB members discussed both and agreed with the recommendation.

APPROVED:

The FGB approved:

- (i) **the Internal Audit Plan 2019-20 (including fees as set out in the accompanying report); and**
- (ii) **the Internal Audit Follow Up Report.**

(iv) Appointment of External Auditors

- 5.4 WS with support from the Chairman and Business Manager reported that a tender exercise took place in terms of appointing new external auditors. Following this exercise, Hacker and Young were selected.
- 5.5 WS reported that the Audit Committee received a presentation from Hacker & Young in terms of the External Audit Strategy and Plan (including fees) for the year ending 31 August 2019. FGB members discussed this in detail.

APPROVED:

The FGB approved:

- (i) the appointment of Hacker & Young as the Academy's external audit service for the year ending 31 August 2019; and
- (ii) the fee relating to the external audit for the year ending 31 August 2019.

(v) Audit Committee Terms of Reference 2019-20

- 5.6 The Company Secretary led the FGB through the above Terms of Reference.

APPROVED:

The FGB approved the Audit Committee Terms of Reference 2019-20.

(vi) Annual Work Plan 2019-20

5.7 The Company Secretary led the FGB through the Annual Work Plan 2019-20.

APPROVED:

The FGB approved the Audit Committee Annual Work Plan 2019-20.

Item 6 – Governance Update

- 6.1 The Company Secretary led the FGB through the accompanying report, providing an update on membership, Meetings Calendar 2019-20, Link Governor Scheme, KIT Session Programme 2019-20 and forthcoming training and events.
- 6.2 The Company Secretary also formally confirmed that she would be leaving the Academy in October and reported that she will be assisting the Academy in finding a replacement. She added that her last Board Meeting would be in September. On behalf of the FGB the Chairman thanked the Company Secretary for all of her hard work.

Item 7 – Policies and Procedures

- (i) Culture for Learning Policy**
- (ii) Lockdown Policy**
- (iii) Sixth Form Admissions Policy**
- (iv) Underperformance Policy**
 - a. Academic Staff**
 - b. Support Staff**
- (v) Absence Policy**
- (vi) Staff Expenses Policy**
- (vii) Teaching & Learning Policy**

7.1 The relevant member of SLT led the FGB through the changes to the above policies which were discussed in detail.

APPROVED:

The above policies were approved by the FGB.

Item 8 – Any Other Business

The first item of AOB has been recorded as a separate confidential minute.

8.2 The Chairman turned his attention to the governors retiring from the FGB. On behalf of the Academy Governing Body and Staff, he thanked WS, LS and (in her absence) HL for all of their hard work and support over a number of years and wished them well for the future.

Date of Next Meeting: September 2019

Signed..... *A Demant* Date..... *17/9/19*

Chairman of the Full Governing Body

